
PORTABLE DOCUMENT FORMAT (PDF)

There are two types of PDF documents – electronically converted Portable Document Format (PDF) documents and scanned image PDF documents. Unless otherwise specified in the ECF Administrative Procedures or by court order, only electronically converted PDF documents may be filed with the court using the ECF system. Thus, Filing Users must install PDF creation software in order to electronically convert documents created in a word processing system (MS Word, WordPerfect, etc.) into a PDF document. Filing Users must also install PDF reader software, which is required to open and read PDF documents filed through the ECF system and maintained on the court's docket. PDF reader software may be downloaded at no cost at www.adobe.com.

How to Convert Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format using PDF creation software before submitting them to the court through the ECF system. There are several different ways in which to convert a document from a word processing program into a PDF format. There are also numerous vendors who provide PDF creation software. The federal judiciary does not endorse or recommend any specific PDF software. For purposes of illustration only, we have chosen to depict our instructions with reference to Adobe.

Note: Depending on the font, the printer selected, and other document characteristics, the pagination and format of a document may change during the conversion process. Thus, you always want to be careful to review converted documents to assure the document maintained the desired format after conversion. If not, you may want to try a different method of converting the document, such as using PDF Distiller rather than PDF Writer or even trying Publish to PDF if you have WordPerfect 9 through 11. You may also want to try downloading an alternative PDF writer software, such as PDF995 at www.pdf995.com, and attempt to convert using this method.

For WordPerfect

Version 9 or Above

Recommended Method of Converting to PDF. WordPerfect 9, 10 and 11 offer a feature ("Publish to PDF") that converts documents to PDF. This method creates a document three to five times larger in size than documents converted with PDF Writer or PDF Distiller, however, it maintains formatting and pagination better. You can click on the "PDF icon" on your toolbar, or:

- Open the document to be converted.
- Click on the **File** menu and select, **Publish to PDF**.

-
- Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Alternative Method of Converting to PDF. While this method of converting documents to PDF results in the document being much smaller in size, it does not always maintain formatting or pagination.

- Open the document to be converted.
- Click on the **File** menu and select the **Print** option. Select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer or PDF Distiller option.
- “**Print**” the file. The file should not actually print out; instead the option to save the file in a PDF format appears.
- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.

Version 6.1, 7 and 8

- Open the document to be converted.
- Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer option.
- “**Print**” the file. The file should not actually print out; instead the option to save the file in a PDF format appears.
- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.

For Microsoft Word

Recommended Method of Converting to PDF. If you have installed Acrobat 5 or 6, use the “PDF icon” on your toolbar. This is the best method for formatting, pagination, and publishes in a smaller size.

- Open the document to be converted.

-
- Click on the Create Adobe PDF button on the toolbar.
 - Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Alternative Method of Converting to PDF.

- Open the document to be converted.
- Click on the **File** menu and select the **Print** option. Select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer or PDF Distiller option and click on “**OK**”.
- The file will not actually print out; instead the option to save the file in a PDF format appears.
- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.

Converting to PDF in Older Word Versions

- Open the document to be converted.
- Click on the **File** menu and select, **Create PDF**.
- Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other Word Processing Programs

- Open the document to be converted.
- Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer.
- “**Print**” the file. The file should not actually print out; instead the option to save the file in a PDF format appears.

- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.
- Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to PDF Writer, and follow the directions above.

ECF Will Only Accept Documents That Do Not Exceed 5 MB

No PDF document filed via the ECF system shall exceed 5MB in size. For estimation purposes, electronically converted PDF documents that are less than 300 pages usually do not exceed 5MB. Scanned imaged plain text PDF documents that do not exceed 55 pages usually do not exceed 5 MB. This page limit recommendation may be much lower, however, for documents scanned at higher resolution, such as documents having color or detailed graphics, which are much larger in size.

Note: If you have Adobe 7.0 or 6.0, you can significantly reduce the document size by using the PDF Optimizer tool.

Attachments and exhibits may be filed according to the following guidelines:

IF ATTACHMENT OR EXHIBIT IS	RECOMMENDED PAGE SEGMENTS
An electronically converted document exceeding 5 MB	Submitted in 150 page segments and filed using ECF
A scanned document over 5 MB	Submitted in 55 page segments and filed using ECF

The method a person can use to verify the size of a document depends on the word processing software you are using. For conversion purposes, note that 1000 KB = 1 MB.

In WordPerfect and MS Word within the “Open File” directory, you can determine the size of a document by clicking on the view menu and selecting the details option (see *Figure 1*).

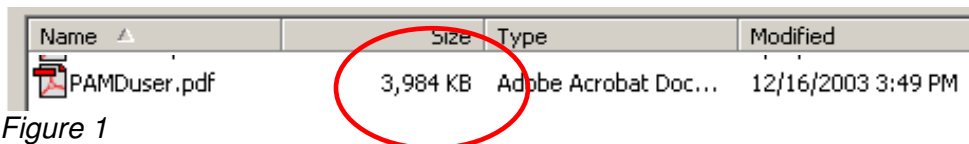


Figure 1

In WordPerfect and MS Word or at the File Upload screen in ECF, you can highlight the document, right mouse click, click on properties, and the screen depicted in *Figure 2* appears.

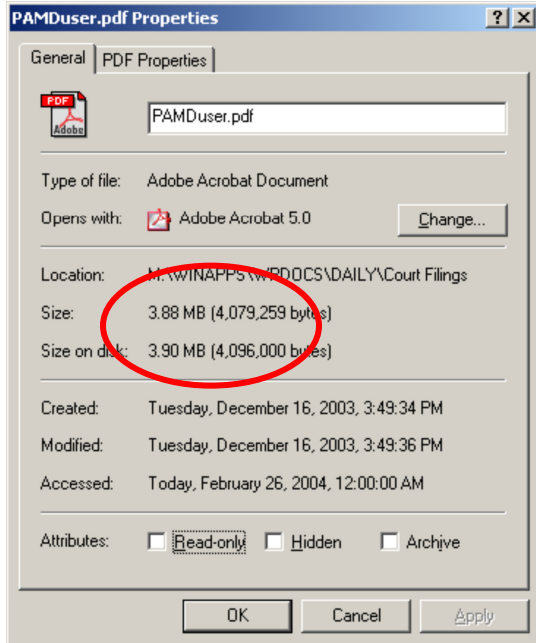


Figure 2

Note: The screen in *Figure 2* may show KB size as well.

In **ECF** before attaching the document at the File Upload screen from WordPerfect, if you let the cursor hover over the document, a screen will pop up and tell you the size (see *Figure 3*).

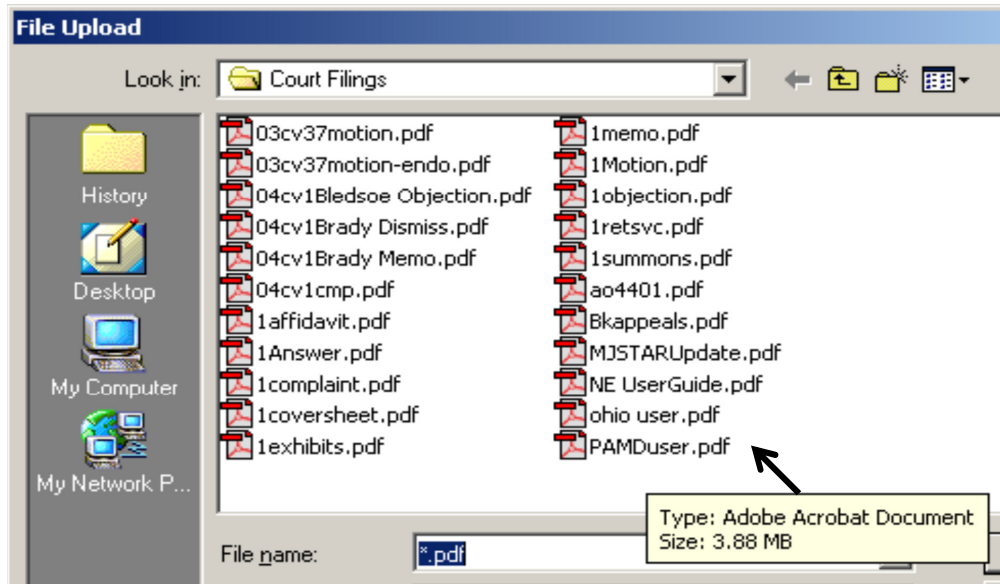


Figure 3